

# Weekly Management Report

## December 30, 2016

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| <b>1. Minutes</b>  | Civil Service Board Meeting of November 2, 2016<br><b>Management Services Department</b>   |
| <b>2. Minutes</b>  | Civil Service Board Meeting of December 7, 2016<br><b>Management Services Department</b>   |
| <b>3. Synopsis</b> | Burbank Hospitality Association (BHA) Meeting<br>of December 15, 2016<br><b>Community Development Department</b>   |
| <b>4. Synopsis</b> | Olive Avenue/Verdugo Avenue/Sparks Street<br>Intersection Improvement Project Community Meeting of<br>December 8, 2016<br><b>Community Development Department</b>            |
| <b>5. Agenda</b>   | Burbank-Glendale-Pasadena Airport Authority<br><b>Cancellation Notice of the Regular Meeting of</b><br>January 2, 2017<br><b>Burbank-Glendale-Pasadena Airport Authority</b> |
| <b>6. Notes</b>    | City Notes, December 30, 2016<br><b>City Manager</b>   |



**November 2, 2016  
4:30 p.m.**

The regular meeting of the Civil Service Board was held in the City Council Chambers of City Hall.

**Roll Call**

Members present: David Nos, Chairperson  
Miguel Porras, Vice-Chairperson  
Jacqueline Waltman, Secretary

Members not present: Matthew Doyle  
Susan Widman

Also present: Betsy Dolan, Management Services Director  
Brady Griffin, Human Resources Manager  
Jay Hawver, Police Lieutenant  
Charmaine Jackson, Senior Assistant City Attorney  
Sarab Khalsa, Administrative Analyst II  
Sherry Kelley, Sr. Secretary  
David Lasher, Administrative Analyst II  
April Moreno, Human Resources Manager  
Karen Pan, Administrative Officer  
Sherry Richardson, Administrative Officer  
Jessica Sandoval, Executive Assistant

**Additional Agenda Items**

None

**Open Public Comment Period of Oral Communications**

None

**Approval of Minutes**

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Mr. Porras and carried 3-0 to approve the minutes of the regular meeting of September 7, 2016 and October 5, 2016.

**Proposed Amendments to Classification Plan**

None

**Recruitment and Selection Report – September and October 2016**

RECOMMENDATION: Note and file.

**Expedited Recruitment Quarterly Report**

RECOMMENDATION: Note and file.

**Appointments and Assignments – October and November 2016**

For the month of November 2016, there was one temporary appointment and one temporary assignment extension needed. The extensions were sought on behalf of the Burbank Water and Power Department. For the month of October 2016, there were retroactive extensions needed due to the lack of a quorum for the regularly scheduled Board meeting on October 5, 2016. There was one temporary appointment and one provisional appointment extension needed. The extensions were sought on behalf of the Police Department and the Public Works Department.

MOTION CARRIED: It was moved by Mr. Porras, seconded by Ms. Waltman and carried 3-0 to approve the Appointments and Assignments for the month of October and November 2016.

**Additional Leave Quarterly Report**

RECOMMENDATION: Note and file.

**Adjournment**

The regular meeting of the Civil Service Board was adjourned at 5:11 p.m.

Julianne Venturo  
Assistant Management Services Director

APPROVED:

\_\_\_\_\_  
David Nos, Chairperson

DATE \_\_\_\_\_

\_\_\_\_\_  
Jacqueline Waltman, Secretary

DATE \_\_\_\_\_



December 7, 2016  
4:30 p.m.

The regular meeting of the Civil Service Board was held in the City Council Chambers of City Hall.

**Roll Call**

Members present: Jacqueline Waltman, Secretary  
Matthew Doyle  
Susan Widman

Members not present: David Nos, Chairperson  
Miguel Porras, Vice-Chairperson

Also present: Sean Aquino, Administrative Officer – BWP  
Grace Coronado-Cervantes, Sr. Administrative Analyst  
Brady Griffin, Human Resources Manager  
Charmaine Jackson, Senior Assistant City Attorney  
David Lasher, Administrative Analyst II  
Greg Magallanes, Landscape Services Supervisor  
Betsy McClinton, Management Services Director  
Ronald Moore, Landscape Services Supervisor  
April Moreno, Human Resources Manager  
Julianne Venturo, Asst. Management Services Director  
Judie Wilke, Park, Recreation & Community Services Director  
Anely Williams, Administrative Analyst II

**Additional Agenda Items**

None

**Open Public Comment Period of Oral Communications**

None

**Approval of Minutes**

The Board Members decided to move the approval of the November 2016 minutes to the January 2017 Civil Service Board meeting.

**Proposed Amendments to Classification Plan**

- **ESTABLISHMENT OF THE TITLE AND SPECIFICATION FOR THE CLASSIFICATION OF IRRIGATION SPECIALIST**

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Widman and carried 3-0 to approve the establishment of the title and specification for the classification of Irrigation Specialist.

**Recruitment and Selection Report – November 2016**

RECOMMENDATION: Note and file.

**Appointments and Assignments – December 2016**

For the month of December 2016, there were two temporary appointment extensions needed. The extensions were sought on behalf of the Burbank Water and Power Department and the Parks and Recreation Department.

MOTION CARRIED: It was moved by Ms. Widman, seconded by Mr. Doyle and carried 3-0 to approve the Appointments and Assignments for the month of December 2016.

**Adjournment**

The regular meeting of the Civil Service Board was adjourned at 5:00 p.m.

Julianne Venturo  
Assistant Management Services Director

APPROVED:

\_\_\_\_\_  
David Nos, Chairperson

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Jacqueline Waltman, Secretary

\_\_\_\_\_  
DATE






# memorandum

**DATE:** December 20, 2016

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director 

**SUBJECT:** **THE BURBANK HOSPITALITY ASSOCIATION (BHA)  
MEETING SYNOPSIS – DECEMBER 15, 2016**

- The BHA approved a one-year consulting contract with Robin Faulk Marketing. Mr. Faulk will continue with the day-to-day marketing operations of the BHA and ensure all contract deliverables from the advertising firm Strausberg Group are met.
- Alan Puana, Director of Sales at Universal Studios Hollywood, presented the Preferred Hotel Partnership Program (PHPP) for 2017. The PHPP is the only opportunity for hotels to be featured on the Universal Studios Hollywood website and allows hotel guests to receive early park admission. The new PHPP included annual fee increases to participating hotels that received over \$100,000 in room revenue in 2016. In lieu of making a decision, the BHA requested additional information be brought back to the Board and discussed at the January meeting.
- The next regular meeting of the BHA is scheduled for January 12, 2017.





# memorandum

**DATE:** December 21, 2016

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director 

**SUBJECT:** OLIVE AVE. / VERDUGO AVE. / SPARKS ST INTESECTION  
IMPROVEMENT PROJECT COMMUNITY MEETING SYNOPSIS

On December 8, 2016, the first community meeting for the Olive Avenue/Verdugo Avenue/Sparks Street Intersection Improvement Project was held at the Buena Vista Branch Library. The purpose of the project is to improve traffic efficiency, reduce vehicle delay, and improve pedestrian safety and convenience of this complex six-legged intersection.

Staff provided an overview of the project to nearby residents and business owners, and sought community input on the existing traffic, circulation, and safety conditions. Staff also sought input on four preliminary conceptual engineering alternatives. Highlights of the meeting are listed below:

- Approximately 64 residents attended the hour and half-hour meeting.
- Staff presented a PowerPoint presentation and following the presentation, residents were invited to visit areas in the room to discuss the four alternatives that were presented by staff which incorporated various street reconfiguration design alternatives including:
  - *Vehicle turning restrictions*
  - *Pedestrian treatments (crosswalks)*
  - *Medians/islands*
  - *Traffic signals and modifications*
  - *Street realignment(s)*
  - *Street closures (cul-de-sacs)*
  - *Right-of-way acquisition*
- Residents generally expressed support for increasing pedestrian safety and walkability and improving traffic signals to reduce delay. Some residents also favored studying the full or partial closure of Sparks Street.
- Residents generally opposed alternatives that made major circulation changes or that required major street realignments. Residents on streets other than Sparks Street also generally opposed closing or restricting access to Sparks.
- Staff received other general comments about congestion and parking impacts around the intersection, especially caused by the Starbucks on the south side of the intersection.
- Staff will incorporate residents' input and refine the project alternatives to reflect the general comments received. A second community meeting will be held in Spring 2017.





December 28, 2016

**CANCELLATION NOTICE OF THE REGULAR MEETING  
OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

The Airport Authority's administrative offices will be closed on Monday, January 2, 2017, in observance of New Year's Day. Therefore, the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for 9:00 a.m., Monday, January 2, 2017, in the Airport Skyroom of the Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505, has been cancelled.

Terri Williams, Board Secretary  
Burbank-Glendale-Pasadena Airport Authority



# CITY MANAGER'S OFFICE CITY NOTES

Important Updates for the Burbank City Council

December 30, 2016

## Public Works Staff Helps to Make the Holidays Bright

Public Works staff assisted the Bike Angels and the Salvation Army by transporting 125 bicycles on the way to making children's holidays a little brighter on Friday, December 16. The first stop was the front steps of City Hall for the annual media event with Mayor Talamantes and Bike Angel volunteers. The bicycles were then transported to the Salvation Army where the bicycles were given to 125 very excited children.



## Burbank Public Library Selected for International Program

The Burbank Public Library is one of twelve teams from the US and Canada selected to participate in a new initiative designed to help libraries develop staff who more actively seek out learning opportunities and apply new skills. A team of Burbank staff will work through the *Building an Effective Learning Culture* curriculum over the next six months, resulting in a library that can respond more quickly to change and is more effective at achieving its strategic goals. The course is an initiative of Infopeople, California's library continuing education organization. The twelve teams are from:

- Bucks County Free Library, PA
- Long Beach Public Library, CA
- Monrovia Public Library, CA
- Oceanside Public Library, CA
- Pima County Public Library, AZ
- San Jose Public Library, CA
- Burbank Public Library, CA
- Los Angeles Public Library, CA
- Monterey Public Library, CA
- Pickering Public Library, Ontario, Canada
- South Carolina State Library
- Suffolk Public Library, VA

## Breakfast with Santa



The Parks and Recreation Department and Burbank Town Center welcomed 250 participants to the annual Breakfast with Santa event on Saturday, December 10. Participants enjoyed a warm breakfast, holiday crafts, a reindeer hunt game, cookie decorating, a flash mob, and a visit from Santa himself! The morning concluded with a special story reading by Santa and his elves.

## Holiday Boutique

The Holiday Boutique is an annual event that is sponsored by the Burbank Parks and Recreation Department and the Burbank Fine Arts Federation. The boutique features pottery, paintings, photography, ornaments, decorations, clothing, jewelry, and more! All of the items sold are hand made by participants who are either members of the Fine Arts Federation, students who take art classes at the Creative Arts Center, or contract instructors. Opening day saw a large increase in sales compared to last year. This year, there was more than \$8,000 in total sales on opening day compared to \$6,000 in 2015. Sales have been steadily growing over the past few years with this year seeing the highest total to date with more than \$37,000. Participants retain 85% of the sales with 15% going to the Fine Arts Federation.



## Holiday Baskets



Library staff participates each year in the Burbank Coordinating Council's efforts to provide food and gifts for needy families. Through the generous donations of our staff, we were able to pack 5 boxes for each of our three families and include gift cards for meals, clothing, and gift items.